



Building Use Policy & Rental Agreement

(Revised August 2014, January 2015, March 2015, October 2019)

Welcome to Friends Congregational Church! It is important that we share with you our understanding that the primary use of this building is for worship and teaching, and that we believe God is present here at all times. In that consideration, we ask that you treat the building and grounds with care, and return the space to its original set-up and condition. Friends Congregational Church reserves the right to decline rental requests for any reason.

GENERAL INFORMATION

- The church and church-sponsored groups have first priority in the use of the building. Always check on the official calendar located in the Church office and on the on-line calendar before finalizing any plans.
- No red dyes, food coloring, or beverages are allowed in the church building.
- Friends maintains a smoke-free environment in our building and on our grounds.
- Handguns are prohibited in our building and on our grounds.
- Close supervision of young children by users/participants during the course of a meeting or program is mandatory. A supervising adult must be on watch for potentially dangerous activity at all times.
- Hard liquor is not permitted in the building or on the grounds. White Wine, champagne, and/or beer are allowed, subject to an additional fee. See rate schedule.
- We require your signature on the attached application. Your signature as a representative of the group using the building constitutes an agreement to release Friends Congregational Church and the United Church of Christ (UCC) of all liability during, or resulting from, your scheduled event.
- Reservations are not considered final until a rental agreement and deposit are on file.

BUILDING USE INFORMATION

AUDIO, SOUND, and STAND-ALONE SYSTEMS

Sanctuary Audio/Visual (AV) Equipment

Friends has an AV system that includes wireless microphones (lapel and hand held), microphone at podium, three (3) handheld corded microphones, an audio control box and two (2) HD TVs that are mounted at the front of the sanctuary. This equipment may only be operated by one of the members of our trained AV Team. If you are interested in including this equipment in your rental, the following items must be included in your contract:

1. A member of the AV team must be available for the date of your event. If an AV team member is not available on your requested dates, we will not be able to provide access to the equipment. See fee schedule for AV team member rates.
2. No deposit is required, as an AV team member must be in attendance. See fee schedule for hourly rental rates.
3. When submitting images to the AV team, you must use either JPG, PNG, or GIF document format. A completed power-point presentation may be presented. For video use we have Quick Time (MPA and MP4), Windows Media (WMV), or Flash Video (FLV) and for audio MP3. All submissions must be received by

Friends

**CONGREGATIONAL
CHURCH – UCC**
AN OPEN AND AFFIRMING CONGREGATION



Pastor: Rev Dr. Dan De Leon • pastor@friends-ucc.org

Associate Pastor: Trent Williams • pastortrent@friends-ucc.org

Director of Music Ministry: Chris Hoffman • choir@friends-ucc.org

Building Use Coordinator • buildingrental@friends-ucc.org

2200 Southwood Dr. • College Station, Texas • 77845

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the AV team no later than 48 hours prior to the event. All presentation and audio files must be "presentation-ready." Audio and video production ARE NOT included in this contract.

Stand Alone Video System

Friends has a stand-alone HD TV with a Blu-ray/DVD player and the ability to connect a laptop via HDMI or VGA (cables included). This is good for intimate gatherings or may be rolled to the front of the center aisle of the sanctuary for the best possible coverage. See fee schedule for rates.

Stand Alone Audio System

The AV team, upon request and inclusion in the contract, can provide one corded microphone, 2 speakers (on speaker stands) and a stand-alone amplifier, all of which will be set-up by our AV team. (Additional corded microphones may be available for rent. Please see fee schedule.) While set-up of the system by the AV team is required, a member of the AV team need not be present for its use. See fee schedule for rates.

CALENDAR

The calendar is kept in the church office and on-line. It is maintained by the church administrative assistant. Please call the church office before scheduling the event. Keep in mind that church services on both Wednesday nights and Sundays take precedence over any other function, member or non-member alike. Facilities are generally available for non-church related activities Monday through Saturday throughout the year, except for the following holidays:

Ash Wednesday

Good Friday

Christmas Day

Maundy Thursday

Christmas Eve

CLOSING THE BUILDING

Please return the building to the way it was set up and in the condition in which you found it (unless otherwise directed), using the chair layout-plan sheet included with your information. Areas used should be vacuumed after the event. Trash from the kitchen, all restrooms, classrooms and meeting rooms should be bagged and placed in the trash receptacles outside the kitchen door. Restrooms should be clean. Vacuum and cleaning supplies are located in the hall closet just beyond the kitchen. If any classrooms are used, please be sure to put away toys, books, and any other items used as they were found, and see that the rooms are organized and clean.

DAMAGES

In the event of damage, the contracted group shall accept the amount of repair and replacement costs and any lost income resulting from Friends inability to use the property for its customary use, as estimated or otherwise determined by Friends, and shall pay Friends for such repair and replacement costs upon request.

EARTH STEWARDSHIP COVENANT

In line with our Earth Stewardship Covenant, Friends Congregational Church is mindful of the impact of our activities and programs on God's created world. We aim for sustainability in our practices, and we seek to limit negative impacts on our environment. Accordingly, we encourage groups using our facilities to recycle. For example, aluminum, glass, and plastic beverage containers, along with steel cans, can be rinsed and recycled.

There are two small recycling bins just outside the church kitchen. If these bins are full, additional recyclables can be placed in a plastic bag and left next to the bins.

EVENT HOST

An Event Host is required for all functions, member and nonmember. The Event Host will be available during the specified hours of the event to answer questions, adjust thermostats, monitor the lights and generally help your function run smoothly. The Event Host will be the only person with key access to the building. See fee schedule for rates.

FURNITURE

No furniture and/or equipment, including but not limited to the piano, altar table, or electronic keyboard may be removed from the church for any reason. The altar table is for worship services only and should not be used for any reason. Tables and chairs must be cleaned and put back as found after use (see Sanctuary Chair layout attached to your agreement). In the interests of safety and durability, do not allow anyone to sit on any of the tables or stand on the chairs.

KITCHEN

After the approved use of the kitchen, and its inclusion in the contract, please note the following requirements;

- all items must be returned to the proper storage place;
- countertops and appliances should be wiped clean;
- used linens (if applicable to the contract) should be placed in the basket provided;
- coffee pots and carafes should be cleaned and left open to dry on the counter;
- floor should be swept, and mopped, if necessary;
- dishwashers, if used, must be run using only 1 of the tablets (located under the sink) per each appliance.

Be certain that all appliances, coffee pots, other electrical appliances and lights have been turned off. Do not leave any open or unsealed food container in the kitchen or refrigerator. See fee schedule for kitchen rental rates.

LIGHTS

Please consult the Event Host for any changes needed to the lighting.

PARKING

Please park in the designated paved parking areas only. Clear all trash from the parking area after the event and deposit it in bins outside kitchen door (north side of building behind fence).

THERMOSTATS

The thermostats are pre-set. The Event Host will make any necessary adjustments.

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WALLS

No items shall be glued, taped, stapled or tacked to any walls or doors and no nails, screws or hooks shall be placed in any door or wall. “Blu-Tack” adhesives should be promptly and entirely removed after use.

WEDDINGS/HOLY UNIONS, RECEPTIONS, AND/OR OTHER FUNCTIONS

Plastic floor covering must be placed under all free-standing candles and candelabra to protect the carpet from dripping wax. Bird seed may be thrown outside the church only, and must be swept from the porch, steps and sidewalk following the event. **RICE MAY NOT BE USED.** If the kitchen facilities are used, coffee pots, dishes and other items which have been used must be washed and put away. The kitchen must be left clean. Any spilled liquids must be promptly sponged and mopped up to prevent stains on the carpet. **NO RED DYES, BEVERAGES, OR FOOD COLORING.** Any damages will be paid by the user.

WINDOWS

There are numerous windows located throughout the church. These windows are to remain closed at all times. No tape or tacks may be used on or around windows.



APPLICATION/AGREEMENT FOR BUILDING USE

Organization:	Use Category ___ Member Other _____
Address:	___ Active Participant ___ Non-Profit Request Co-Sponsorship__
Purpose of Group/Organization	Purpose of Facility Use
Contact Name:	Home Phone:
Title:	Work Phone:
	Email Address:
Date of Event:	
Times you will be in the church Set up: _____ Event begins: _____ Event ends: _____ Clean up ends: _____	Facilities/Equipment to be used: Please indicate Yes or No in the appropriate column on the rate sheets and attach as part of the completed contract.
Multiple Use: ___ Yes ___ No Start Date: _____ End Date: _____	Estimated Number of people using building: Adults _____ Children _____ Total: _____
Security Deposit amount: _____	Security Deposit Returned: ___ Yes ___ No
Check No: _____ Date Received _____	Date Deposit Returned: _____

I acknowledge that this reservation is not confirmed until the application with all applicable deposits have been received and approved by the church. I hereby acknowledge that I have received and read all terms and conditions of the Building Use Policy and agree to abide by the terms and conditions therein. I further agree that failure to do so may result in the forfeiture of all building use deposits, cancellation of this agreement and prohibition for further use of the building.

Signature of Applicant

Date

Signature of Church Representative

Date

Office Use Only: Date Received: _____	Event Host: _____
Approved: ___ Yes ___ No	



INDEMNITY, WAIVER, AND ASSUMPTION OF RISK

GROUP ACKNOWLEDGES THAT THE USE OF FRIENDS CONGREGATION CHURCH’S PROPERTY INVOLVES CERTAIN INHERENT RISKS OF PERSONAL INJURY. GROUP EXPRESSLY AGREES TO AND SHALL DEFEND, INDEMNIFY AND HOLD HARMLESS, FRIENDS CONGREGATION CHURCH, ITS CHURCH COUNCIL, OFFICERS, AGENTS AND EMPLOYEES (“INDEMNITIES”) FROM AND AGAINST ANY AND ALL CLAIMS, LOSSES, DAMAGES, CAUSES OF ACTION, FINES, SUITS AND LIABILITY OF EVERY KIND AND NATURE WHATSOEVER, INCLUDING ALL EXPENSES OF LITIGATION, COURT COSTS AND ATTORNEY’S FEES (“DAMAGES”) FOR INJURY OR LOSS TO, OR DEATH OF, ANY PERSON, OR FOR DAMAGE TO ANY PROPERTY, ARISING OUT OF, INCIDENTAL TO, OR IN CONNECTION WITH THE GROUP’S USE OF FRIENDS CONGREGATIONAL CHURCH FACILITIES, OR OTHERWISE ARISING OUT OF GROUP’S OBLIGATIONS UNDER THIS AGREEMENT. THIS INDEMNIFICATION PROVISION SHALL BE APPLICABLE WHETHER OR NOT THE DAMAGES IN QUESTION AROSE SOLELY OR IN PART FROM THE ACTIVE, PASSIVE OR CONCURRENT NEGLIGENCE, STRICT LIABILITY OR OTHER FAULT OF ANY INDEMNITIES. GROUP AND FRIENDS CONGREGATION CHURCH ACKNOWLEDGE THAT THIS STATEMENT COMPLIES WITH THE EXPRESS NEGLIGENCE RULE AND IS CONSPICUOUS.

I have read, and understand, these policies.

Signature of Applicant

Date

Signature of Church Representative

Date



Fee Schedule – Effective November 1, 2019

General Info

Most events require an Event Host. A Member can “self-host” if desired or hire one of the regular Event Hosts if available. A Non Member must hire one of our Event Hosts at the Fees shown below.

	Members *	Non Members
Damage and Cleaning Deposit (Refundable if there is no damage and conditions are returned to original set up and cleanliness). Must be received in order to reserve date.	\$100	\$250
Event Host	No Fee if Self Hosted, Non Member Fee if Host is Hired	\$100 for up to 3 hours. \$25 per hour for additional time thereafter.

Weddings/Holy Unions

Indicate “yes “or “no”

Description	Member*	Non Member	Yes	No
Basic Charge	\$100	\$250		
Additional Fee if Alcohol is Served (Beer or White Wine only. No Red or Pink Wine. No Hard Alcohol.)	\$100	\$200		
Room Rentals (see itemized charges below for each room and summarize total here).	No Fee (\$100 Donation requested for addl. cleaning and utilities).	See Rental Schedule		
Director of Music Ministry Fee	Direct Payment to be negotiated	Direct Payment		
Pastor Fee (Please make all contact with Pastor through church office regarding all events)	Direct Payment to be negotiated	Direct Payment		
Set Up and Rehearsals (Requires Event Host)	No Fee	\$75 up to 3 Hrs.		
Rental of Church Tables and Chairs	No Fee	\$100		
Rental of Church Cups, Plates, Glassware	No Fee	\$100		
Rental of Church Linens/Napkins	No Fee (must clean and return to Church)	Not Available		

*Active Church Participants are included in Member Rates

**Non Profit Organizations – repeat users may make a designated contribution, or provide a service project from the church list in lieu of the requested donation. A proposal outlining the nature of the Non-Profit and a request for repeat use will be forwarded to the Church Council for review and approval so time should be allowed for the approval process. An Event Host will be required for the initial event.



Funerals/Memorial Services

Indicate “yes” or “no”

Description	Member	Non Member	Yes	No
Basic Charge	No Charge (donations accepted for utilities and cleaning)	\$150 flat charge		
Kitchen Use	No Fee	\$50		

Other General Events (Recitals, Graduations, Dinners, and other functions)

Description	Member	Non Member	Yes	No
Room Rentals (see itemized charges for each room below and summarize total).				
Recitals – with No Furniture Rearrangement	\$100	\$150		
Recitals with Furniture rearrangement (see room rates below).				
Non Profit Organizations**	Donation requested for utilities and cleaning	Same as Member		

Room Rental Fees

Description	Member	Non Member	Yes	No
Sanctuary/Narthex	\$150/day	\$300/day		
Kitchen	\$25/day	\$100/day		
Classroom #1 (North Hall)	\$25/day	\$25/day		
Classroom #2 (North Hall)	\$25/day	\$25/day		
Classroom #3 (Office Wing)	\$25/day	\$50/day		
Classroom #4 (Office Wing)	\$25/day	\$50/day		
Pre-School Room	\$25/day	\$50/day		
Nursery	Not Available	Not Avail		
Outdoor Area (Field, Fountain, Etc)	\$25/day	\$50/day		

Audio Visual Fees

Description	Member	Non Member	Yes	No
AV Equipment & 1 Technician	\$45/Hour	\$50/Hour		
Additional AV Technician	\$25/Hour	\$30/Hour		

Equipment available at additional fee only if AV Technician is available.



EVENT _____ DATE _____

FACILITY INSPECTION FORM

To be completed at close of event and returned to Church office by sliding under office door.

Sanctuary/Narthex

- 1. Function decorations and flowers removed Yes ___ No ___ N/A ___
- 2. Floor cleaned/vacuumed Yes ___ No ___ N/A ___

Comments _____

Kitchen

- 1. Counters cleaned Yes ___ No ___ N/A ___
- 2. Sinks empty and cleaned Yes ___ No ___ N/A ___
- 3. Appliances turned off and cleaned Yes ___ No ___ N/A ___
- 4. Trash in outside receptacles Yes ___ No ___ N/A ___
- 5. Floor mopped Yes ___ No ___ N/A ___

Comments _____

Stand Alone Sound and/or Video Units

- 1. Equipment off and left where instructed by AV Team Yes ___ No ___ N/A ___

Comments _____

Meeting Rooms

- 1. Tables and chairs replaced as found and cleaned Yes ___ No ___ N/A ___
- 2. Floor cleaned/vacuumed Yes ___ No ___ N/A ___
- 3. Trash in outside receptacles Yes ___ No ___ N/A ___

Comments _____

Parking Lot

- 1. Trash picked up Yes ___ No ___

Comments _____

Lights Off

Yes ___ No ___

Restrooms – trash removed

Yes ___ No ___

Thermostats returned to programmed schedule

Yes ___ No ___

Doors all locked and secure

Yes ___ No ___

Comments _____

Event Host Signature

Building Use Coordinator Signature



EVENT _____ DATE _____

BUILDING USE CHECKLIST

1. _____ Start dishwashers if full of dirty dishes.
2. _____ Take large trash cans out to the curb if full. If there are a few bags in each can, combine them into one and take it to the curb.
3. _____ Make sure stove and oven are turned off.
4. _____ Make sure the office door is locked and the key is put back.
5. _____ Be sure the front door is latched and double locked with the key from the outside, if exiting from that door. Don't forget to flip the button on the door so the handle is locked, too.
6. _____ Be sure that the outside door by the office is also latched and double locked.
7. _____ Be sure all other doors are shut tightly and locked.
8. _____ All lights off, except those as designated on the light switches.
9. _____ Return the thermostats to the programmed settings.
10. _____ Vacuum areas if necessary.
11. _____ Windows are to remain closed.
12. _____ Please turn on only enough lights to welcome people in and through the building. Please do not use excessive lighting. The lighting controls for the Sanctuary are located behind the short wall of the A/V corner.

GENERAL GUIDELINES

- ◊ When a Wedding ceremony is about to begin, shut the double doors to the hallway and direct late comers to the front door entrance of the sanctuary. Exceptions: Wheelchair bound guests.
- ◊ If the event host is participating in the event, leave the outside side door unlocked for late comers, but be sure that the office door is locked. (We will be coming up with signs directing people to the front doors.)
- ◊ Before and after an event, the Event Host should sit at the administrative assistant's desk as to be available to answer any questions and so that the guests will know who to ask. Try to wear your Name Tag if possible.
- ◊ The Event Host must remain in the building during set up and throughout the entire event including any Friday night rehearsal, unless arrangements are made with the A/V tech to cover that night. The Event Coordinator will advise.

Contact the Building Use Coordinator if any questions arise (phone number on office door) or email BuildingRental@Friends-UCC.org .